

# Remote Access Guide for Windows Users

## STAGE 1 – VMware Horizon Client Setup

### Downloading

1. Open the following URL: <https://vdi.nnss.gov> or navigate to it by copy and pasting into any web browser's address bar.
2. Click on **Install VMware Horizon Client**.
3. Click on **Go to Downloads** and select the appropriate operating system.
4. Click on **Download** and save the file to your computer.

### Installation

1. After the download has been saved to your computer, double-click the file to begin installation.
2. Click on **Agree & Install** button to proceed with installation.
3. Wait for the installation to show a "Success!" screen. Click **Finish** to complete the installation.

### VMware Horizon Client Application Configuration

1. Double-click on the **VMware Horizon Client** icon from the desktop.
2. After launching the application, double-click on **New Server**.
3. Follow the instructions below for logging on with your Smart Badge OR RSA token.

## STAGE 2

### **IF USING SMART BADGE:**

4. Type in "vdi.nnss.gov"
5. Insert your company issued HSPD-12 or LSSO Smart Badge into your company issued Smart Badge Reader.
6. Click **Connect**.
7. Click **Accept**. There may be multiple choices of certificates.
  - For PIV (HSPD), select the certificate labelled with your name (affiliate)
  - For CIV (other), select the certificate that has your name
8. Click **OK**.
9. You will be presented with a prompt for the PIN associated with your badge. Enter your credentials and click **Login**.



### **IF USING YOUR RSA DEVICE**

4. Type in "connect.nv.doe.gov"
5. Click **Connect**.
6. Click **Accept** and you will be prompted for your network username and RSA Passcode (8 Digit Pin + RSA Token (Key Fob)). After this is entered, click **Login**.
7. You will be presented with a prompt for your username and password. Enter your credentials and click **Login**.

